

HISTORY

Prior to **702 KAR 3:270**, "At Risk" data was collected by the Division of Nutrition Services and was based on an 8 month average student enrollment. In June 2009, Districts were informed of the new law regarding collecting At Risk data and were advised by KDE to review their At Risk numbers and continue to monitor them monthly.

SEEK FUNDING FOR AT RISK DEFINITION

702 KAR 3:270 Section 1(1) "At-risk student amount" means fifteen (15) percent of the per pupil guaranteed base funding amount calculated pursuant to KRS 157.360 times the sum of the average daily membership (ADM) of students approved for free meals the prior fiscal year and the number of state agency children served pursuant to KRS 158.135. Section 2 (h) The prior year average daily membership (ADM) of students approved for free lunch reported through the student information system.

PROCESS

Designated district personnel review Free and Reduced Lunch Applications and enter the information into the student information system (Infinite Campus) or Point of Sale (POS) application. A student enrollment status change should be updated as soon as possible so the data stays current. District appointed personnel can generate a Student Enrollment Status Report (See example of Student Enrollment Status Report below) periodically to reflect this information. It is recommended that district appointed personnel runs their At Risk ADM and FRAM Eligibility reports to compare periodically to maintain quality At Risk Data. (See At Risk ADM reports below).

FACTS

- The At Risk data collected and used for SEEK funding only includes students that are coded in the Student Information System as meeting the FREE lunch eligibility guideline.
- A student's free lunch status is **the** economic indicator for SEEK At Risk data.
- The ADM is calculated by dividing the number of days of eligibility by the number of days in the school calendar.
- Preschool students are not included in the calculation.
- At Risk data for SEEK is used for the state SEEK funding calculation ONLY. It is not used for federal reporting or School Report Card.

SCREENSHOTS

Screen shots are included as examples.

Example of At Risk ADM report setup (KY State Reporting>KDE Reports>At Risk ADM):

The screenshot shows the 'AT Risk Average Daily Attendance' report setup screen. The sidebar on the left contains a tree view with the following items: Index, Search, Help, Calendar Edits Report, Class Rank Numeric, Expulsion Attendance I, H1N1 Attendance Rept, H1N1 School Closings, Missing Enrollment End, Multiple Enrollment Atte, Overage/Underage Rej, Schedule Gap Report, Schedule Structure Gri, Seat Count By Section, Student Summary Rept, Suspension Attendance, Growth Factor Submission, KDE Reports, At Risk ADM (selected), At Risk ADM(prior to 20, Calendar Summary, EOC Assessment, KEES Eligibility, Missing or Invalid Cour, P20 FRYSC Validation, P20 Gifted and Talente, P20 Preschool Validati, Persistence to Graduat, Schedule Gap, SPED EOY Behavior De, and Student Census. The main content area has a title bar 'AT Risk Average Daily Attendance' and contains the following text: 'This report may take several minutes to render. Please do not click Generate Report more than once.', 'The report will calculate the "Average Daily Membership" of the Low Economic Indicator students from the FRAM Eligibility.', 'Choose the start date and end date of your choice.', 'For best results choose the first day of attendance and the last school day of the previous month for an accurate count.', and 'For End of Year Report, leave dates blank to run for complete school year.' Below this text are two date selection fields: 'Select a start date (Format: mm/dd/yyyy)' and 'Select an ending date (Format: mm/dd/yyyy)', each with a calendar icon. There is also a 'PDF' dropdown menu and a 'Generate Report' button.

Example of At Risk ADM report:

11/1/2012

Average Daily Membership for *At Risk Students

Date Selection: 8/05/2011 to 6/7/2012

<u>District Name/</u>	<u>Student SSID</u>	<u>Student Name</u>	<u>Grade</u>	<u>Instructional Days</u>	<u>Member Days</u>	<u>ADM</u>
School Name						
Anderson County						
Anderson County High School						
	1953813989		08	170	170	1.000
Count of Students: 1				Grade Total		1.000
			09	170	169	0.994
			09	170	28	0.165
			09	170	145	0.853
			09	170	75	0.441
			09	170	170	1.000
			09	170	138	0.812
			09	170	170	1.000
			09	170	76	0.447
			09	170	170	1.000
			09	170	170	1.000
			09	170	170	1.000
			09	170	170	1.000

Example of Student Enrollment Status Setup in IC (Student Information<Reports<Enrollment Status):

Year: 11-12 School: Anderson County High School

Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

Grade: (K, 00, 01, 02)

Enrollment Add Date: From To

Enrollment Drop Date: From To

Display Options: ☒ Start Date ☒ End Date

How would you like the report sorted?

☒ Alpha ☐ Grade ☐ Student Number

Which enrollment status would you like to include in the report?

Start Status: (All, E01: First enrollment of the year, E02: Transfer from a school out of state, E03: First enrollment after drop, E98: Temporary pending overlap resolution, N/S: No Show, R01: Transferred from another grade in same school, R02: Transfer from a school within the district, R06: Mid-year re-enrollment after drop, R20: Transfer from a KY home school)

End Status: (All, CO1: Close of Year, G01: Graduated in less than four (4) years, G02: Graduated in four (4) years, G03: Graduated in five (5) years, G04: Graduated in six (6) or more years, W01: Transferred to another grade in same school, W02: Transfer to a school within the district, W07: Withdrawn for health reasons, W08: Withdrawn due to death)

☐ Print in HTML format

Example of Student Enrollment Status Report:

12-13 Anderson County High School One Bearcat Drive, Lawrenceburg, KY 40342 Generated on 11/01/2012 09:46:10 AM Page 1 of 7	Student Enrollment Status Report Calendars(6): 12-13 Anderson County Early Ch, 12-13 Anderson County High Sch..... All Grades Sort By Name Total Students: 117
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Student/Address	Gender	Student Number	Calendar	Grade	Add Date	Drop Date
[REDACTED] Port, KY 40601	M	2120216817	12-13 Anderson County Early Ch	99	08/21/2012	09/08/2012
			Start Status(E01): First enrollment of the year			
			End Status(W17): Withdrawn, age 5 immaturity or parent choice			
[REDACTED] Cir Lawrenceburg, KY 40342	M	2120097499	12-13 Anderson County Early Ch	00	08/15/2012	08/31/2012
			Start Status(E01): First enrollment of the year			
			End Status(W22): Moved, re-enrolled outside district or state			
[REDACTED] Dr Lawrenceburg, KY 40342	F	2120069515	12-13 Anderson County Middle S	07	08/15/2012	10/05/2012
			Start Status(E01): First enrollment of the year			
			End Status(W22): Moved, re-enrolled outside district or state			
[REDACTED] r Lawrenceburg, KY 40342	F	2120069506	12-13 Anderson County Middle S	07	08/15/2012	10/05/2012
			Start Status(E01): First enrollment of the year			
			End Status(W22): Moved, re-enrolled outside district or state			
[REDACTED] Lawrenceburg, KY 40342	M	1943871325	12-13 Anderson County High Sch	10	08/15/2012	10/08/2012
			Start Status(E01): First enrollment of the year			
			End Status(W20): Transfer to home school			
[REDACTED] Lawrenceburg, Ky 40342	M	1943876803	12-13 Anderson County High Sch	09	08/15/2012	08/31/2012
			Start Status(E01): First enrollment of the year			
			End Status(W22): Moved, re-enrolled outside district or state			
[REDACTED] Lawrenceburg, Ky 40342	M	1943877207	12-13 Anderson County High Sch	09	08/15/2012	09/26/2012
			Start Status(E01): First enrollment of the year			
			End Status(W22): Moved, re-enrolled outside district or state			

Example of Enrollment Screen (Student Information>General>Enrollment):

☒ Summary
 ☐ PODNet Access
 ☒ Enrollments
 ☐ Schedule
 ☐ Attendance

Edit	Grade	Type	Calendar (Schedule Name)	Start Date	End Date
	12	P	12-13 Anderson County High Sch	08/15/2012	
Start Status: E01 First enrollment of the year					
End Status:					
	11	P	11-12 Anderson County High Sch	08/16/2011	05/25/2012
Start Status: E01 First enrollment of the year					
End Status: CO1 Close of Year					
	10	P	10-11 Anderson County High Sch	10/07/2010	05/27/2011
Start Status: R21 Transfer from a KY school outside of district					

CONTACT INFORMATION FOR CEO:

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